

**Iowa Telecommunications & Technology Commission
Grimes State Office Building, 1st Floor
400 E. 14th Street, Des Moines, IA 50319**

FINAL

October 15, 2014

To ensure the most efficient use of State resources, the October 15, 2014 ITTC meeting was held via telephone conference pursuant to Iowa Code section 21.8. A telephone conference also ensured more Commissioners were able to participate in the meeting and reduced the risk of delays caused by weather or other impediments to travel. The meeting was accessible to members of the public through attendance at the Grimes State Office Building.

Commissioners Present

Richard Bruner, Chair (via teleconference)
Kathleen Kohorst, Member (via teleconference)
Timothy Lapointe, Member (via teleconference)
Mary Mosiman, Ex-Officio Member (via teleconference)
Mary Sellers, Member (via teleconference)
Kelly Dolan Lange, Member (via teleconference)

Iowa Communications Network Staff Present:

Ric Lumbard, Executive Director
Mark Johnson, Chief Operating Officer
Deb Evans, Chief Financial Officer
Philip Groner, Business Services Manager
Mike Cruise, Chief Finance Manager
Jontell Harris, Government Relations Director
Lori Larsen, Communications Director
Marcia Page, Executive Secretary
Karen Alessio, Secretary (Recorder/Minutes)

Guests:

Frank Hilton, Iowa Network Services (INS)
Dave Reynolds, Legislative Services Agency (LSA)
David Faith, Attorney General's Office (AG)
Meghan Gavin, Attorney General's Office (AG)

Call to Order

Chair Bruner called the meeting to order at 10:34 a.m. It was noted that a quorum of members was present for the meeting.

Approval of September 18, 2014 Meeting Minutes

Commissioner Dolan Lange moved to approve the September 18, 2014 Iowa Telecommunications and Technology Commission (ITTC) minutes as written. Commissioner Kohorst seconded the motion. The minutes were approved unanimously.

Commissioner Kohorst – Yes
Commissioner Dolan Lange – Yes
Commissioner Sellers – Yes
Commissioner Bruner - Yes

Old Business:

Network Managed Services Request for Proposal (RFP) Update – Mark Johnson

On October 2, 2014 the Leadership Team met with the FiberUtilities Group representatives in Cedar Rapids and signed the Network Managed Services Contract. Things are progressing nicely as there have been numerous discussions between FiberUtilities and Windstream to advance the transition of responsibilities.

Discussion:

Commissioner Bruner – The leadership team did a great job working on the Contract, special recognition to Mark Johnson and Brian Clayton for making sure the Contract met all of the specifications necessary.

New Business:

2014-2015 Network Vendor Transition Update – Ric Lumbard

The strength of a contract such as this historic contract between the FiberUtilities Group and the ICN is ultimately the result of the Human Resources that are involved. The ICN is powered by employees who have historical knowledge of the ICN over the past two decades. This has been a significant effort as the FiberUtilities Group has been able to retain the workforce that has made the ICN and Network Operation Center (NOC) successful, which is a strong aspect of a transition of this magnitude. The intellectual resource that powers the Network has been retained from year to year as the contract transitions. ICN had a voice conference meeting at the Network Operations Center (NOC) interacting with all of the contracted employees answering questions and alleviating concern of the employees. The direction in which the ICN is headed in addition to the upcoming projects was discussed. Ric Lumbard feels confident that the transition from December 31, 2014 to January 1, 2015 will be a smooth process transitioning from one organization to another.

The Telecom Industry is a small industry in the state of Iowa. Many telecom employees know and have worked with each other throughout the years building the Telecom Infrastructure in the state of Iowa. At the signing of the contract during the meeting with FiberUtilities in Cedar Rapids, the representation of both the ICN and FiberUtilities Group represented over four hundred years of collective telecom experience within the State of Iowa. FiberUtilities Group brings several leaders who were part of the original formation of the Network; resulting in deepening the historical framework of the ICN by bringing together the historical expertise. As the ICN moves forward, it is important to impart that historical understanding and support, as a result coming into the next season with a high level of confidence with the Vendor relationship.

Discussion:

Chair Bruner – This is a critical transition, however, it appears as though the process is going very well. The support from the FiberUtilities Group in retaining many of the employees at the NOC is a step in the right direction.

2015 Legislative Trajectory – Mark Johnson

At this juncture, the ICN does not have any policy legislation that we will be submitting to the legislature. We do have ICN's standard budget request that relates to state agency communications and the next E-rate investment, which is required to qualify for the E-rate discounts for our users. It is likely that there will be some Broadband Legislation; however, it appears that the ICN will not be part of initiative. The ICN will support what the Governor has moving forward, being prepared to respond to other issues during the Legislative Session.

Q: Tim LaPointe – Has a separate fund been created dedicated to Technology and possibly Information Technology (IT)?

A: Mark Johnson – Currently, there is a Technology Reinvestment Fund where funds are deposited into and appropriated through the infrastructure budget subcommittee. The total of that fund is about \$17 million dollars which is appropriated to the various agencies. This is where the ICN's infrastructure request is appropriated out of for equipment.

Tim LaPointe – Thank you for that clarification.

FirstNet Initial State Consultation Preparation/Update – Ric Lombard

The FirstNet initial state consultation will be November 18 in Des Moines. Close to 50 Public Safety representatives who have experience with disasters and other public safety concerns in the State of Iowa will be present. The purpose of this initial consultation is to understand the unique needs of our state, share information about FirstNet and to become familiar with critical response and infrastructure during disastrous situations which the State of Iowa has experienced. Many veteran Public Safety representatives who have experienced flooding, tornados, and other events including Ragbrai, which is a mobile event that spans from one end of the state to the other, will share their concerns. Iowa is number seven on the initial state consultation schedule.

The FirstNet Broadband Committee is progressing nicely, with another meeting scheduled for October 28.

Two items will be presented:

- Vertical Asset Inventory – Combining all of the information on the Vertical Assets, not only telecommunications assets.
- Public/Private Partnership FirstNet Summit - The FirstNet Broadband Committee will initiate a Public/Private Partnership FirstNet Summit. Meeting twice a year where a combination of leaders of the private/public sector will begin to communicate openly regarding the FirstNet processes. In order to garner great partnership with everyone involved in the FirstNet conversation we will need to intentionally create forum. Anticipating a spring/fall FirstNet Summit that will be chaired by Ric Lombard, Dave Duncan of the Iowa Communication Alliance (ICA) and a couple industry professionals.

ICN July through December MAJORS Highlight – Ric Lombard

- Business Services – Completing part three upgrade projects, where several contracts are currently in progress increasing Bandwidth to be released out to Part III facilities and working with the private sector to deliver all the circuits. We are anticipating having those upgrades in place by the end of the year.
- Developing concepts surrounding educationally based Broadband - Grants that would help power key items when an educational facility may need something in a short time for a specific purpose. Currently developing some significant ideas and strategies.
- Health Care Network – Approaching the 200th Health Care Facility on the Health Network (IRHTP), which marks a major milestone. Planning has begun to coordinate the trajectory of what is next for the Health Network application.
- Broadband Matters – Implementing a plan for awareness, messaging of the phrase 'Broadband Matters'. This plan will focus on customers, media, and the legislative spheres of the ICN.
- Completed contract for Network Managed Services – A lot of work to do before the end of the year for trucks, vehicles, training and laptops. All the process of transition is in order to get the Network Manage Services ready before January 1, 2015.
- New Colocation Facility in Eastern Iowa - Currently completing its contracting process.
- New Floor Plan – The floor plan has been completed, completing the technology and finishing areas that are necessary for the Broadband Information Center to come up fully on-line.
- Financial – We are moving in the direction of Margin Management for ICN's expenses and have begun to put process in place that allow the ICN to evaluate our Maintenance Contracts in margin dollar metrics. This will provide the ability to ensure that the ICN is utilizing every dollar to provide technological services to the State of Iowa.
- Latest set of measurement tools – As we look toward the future, managing our Broadband and margin effectively.

2014 – 2015 Organizational Chart Review – Ric Lombard

The revised ICN Organizational Chart was completed in October. This Organizational Chart is the most recent version and is the basis from which we build on. A significant change that was made on the chart was separating Operations and Engineering into two separate bureaus instead of being one entity. This is a strategic decision in order to focus on our production operations that are revenue producing and allow

engineering to focus intently on design and delivery of new products, services and transport upgrades that will be required in the future. This does not change the relationship between the two as they work very well together, but will focus intently on the two areas; Engineering being pre-sale and Operations being post-sale installed revenue generating services. The Technical Assistance Center (TAC) is a new group that was created. ICN employees pulled together all the technical services; horizontal and vertical wiring, (CPE) installation - whether it would be voice, video or data resulting in a major workforce within the ICN that is located at the interior of the ICN.

Engineering will be located on one side and Operations on the other - dealing with live production circuits and the TAC group in the middle.

Other Business – Chair Bruner

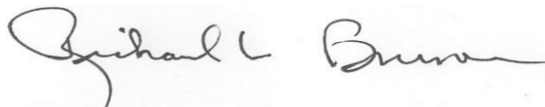
Chair Bruner was pleased to announce that the Governor has officially approved the Commission's salary recommendation for Ric Lumbard as the Executive Director of the ICN.

Chair Bruner also announced that Meghan Gavin is going to be reassigned within the Attorney General's (AG) Office. Chair Bruner stated how much the ITTC has appreciated the work Meghan has done. David Faith was introduced and welcomed as he will be Meghan's replacement as the Assistant Attorney General from the Attorney General's Office.

Adjournment

Commissioner Kohorst moved that the meeting be adjourned. The ITTC meeting adjourned at 10:34 a.m.

ATTESTED TO:



Richard Bruner, Chair, Iowa Telecommunications and Technology Commission